

**DUTY STATEMENT
DEPARTMENT OF MENTAL HEALTH
PATTON STATE HOSPITAL**

JOB CLASSIFICATION: UNIT SUPERVISOR (FORENSIC FACILITY) PROGRAM V
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1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Administers the routine nursing services of a unit; coordinates the work of a unit and works as a liaison between unit staff on different shifts; trains and develops shift leads and instructs level-of-care nursing personnel in nursing, habilitation and rehabilitation techniques for clients/patients; continuous management and supervision of a unit that offers routine and supportive nursing service.

40 %

Program Administration

- **Assists in planning and implementation of program goals, objectives and activities. Assists in establishing program policies and procedures, within hospital and departmental policy and structure to achieve desired results.**
- **Participates in the program quality improvement program and takes action based on identified problems and proposed solutions.**
- **Assists the Program Director and Nursing Coordinator in the procurement and allocation of nursing personnel, space, equipment and supplies within the program.**
- **Assists the Program Director and Nursing Coordinator in identifying the budgetary needs of the program and in maintaining equipment and the building in a satisfactory manner.**
- **Assists with periodic environmental surveys of all Program V units and office areas.**
- **Ensures that medication room staff deliver Physician's Fee for Service sheet to the Nursing Coordinator in a timely manner.**
- **Ensures that shift leads (and/or alternates report serious unusual occurrences to the Program Officer of the Day in a timely manner.**
- **Attends Hospital wide committee meetings as assigned.**

30 %

Oversee and Coordinate Delivery of Treatment

- **Assists in assuring that nursing treatment conforms to applicable standards as dictated by Program, Hospital, Department, and relevant governmental agencies, as well as Joint Commission standards.**
- **Assists in the development of assessment tools relative to nursing care.**
- **Meets with nursing staff on all three shift on a regular and frequent**

- basis to observe and assess nursing treatment activities and progress
- Monitors documentation to ensure compliance with requirements in control of narcotics, syringes, lithium board, lab work consults, glucose monitoring and restraint and seclusion reports.
- Ensures that nursing staff comply with requirements regarding nursing care plans and weekly and monthly ID notes.
- Schedules and attends regular meetings with the I.D. Team and with patients (TC/Ward Government).
- Maintains open-door policy for all staff and patients
- Promotes morale on the unit.

20 %

Personnel Management and Supervision

- **Directly supervises all nursing staff on the three shifts and complete documentation as required.**
- Cooperates with the Nursing Coordinator and the other Unit Supervisors in the distribution of nursing staff in the program.
- Assists the Program Director and Nursing Coordinator in assuring compliance with departmental, hospital, and program policies and procedures.
- Assures compliance with Equal Employment Opportunity rules and regulations and assures conformance with labor contracts.
- Completes annual performance evaluations, duty statements, Competency Validation Checklist, on all nursing staff based on objective input from shift leads and personal observation.
- Assures clinical evaluations are completed by appropriate staff.
- Completes quarterly review of unscheduled time-off usage for nursing staff and takes appropriate action.
- Recommends, in writing, adverse action and commendations based on verifiable, objective evaluations.
- Conducts safety inspections, investigates unusual occurrences, and makes recommendations for accident prevention.
- Reviews and evaluates Special Incident Reports.
- Assures nursing staff maintains compliance with mandatory training and licensing requirements.
- Represents the program in hiring and promotional interviews.
- Ensures nursing staff compliance with work hours, days off, and vacation rules and regulations.
- Reviews and approves/disapproves employees 634's
- Makes regular, unscheduled, periodic rounds on all three shifts.
- Is responsible for insuring that overtime and temporary help is minimized and used judiciously in order to carry out your unit's day to day operation.

5 %

Continuous Quality Improvement

- Conducts a minimum of two(2) quality improvement meetings per

month one AM & one PM

- Maintains barrier and defect logs and charts as appropriate

5 %

Interpersonal Relations

- Assures that all appropriate information regarding patient care, training, and hospital protocol issues are distributed to and understood by unit staff.
- Approaches employee and patient confidentiality issues with professionalism and within the mandates of our court system.
- Responds promptly to all questions and complaints from patient, families, and staff.

2. SUPERVISION RECEIVED

The Unit Supervisor, as delegated by the Program Director, is under the general direction of the Nursing Coordinator.

3. SUPERVISION EXERCISED

The Unit Supervisor supervises the nursing staff assigned to the unit.

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Fundamental nursing care and pharmacology; legal aspects of client/patient care; general psychiatric nursing theory and practices; techniques in the care and treatment of mentally disabled or mentally disordered offenders; principles and practices of unit management; principles and techniques of effective supervision; the Department's Equal Employment Opportunity (EEO) Program objectives; a supervisor's role in the EEO Program and processes available to meet EEO objectives.

ABILITY TO:

Supervise the work of level-of-care personnel; establish cooperative working relationships between various disciplines; manage a State Hospital level-of-care unit; develop clear and concise reports; effectively contribute to the Department's EEO objectives.

5. REQUIRED COMPETENCIES

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards. This includes familiarity with the Patient Safety Plan.

CPR

Maintains current certification.

AGE SPECIFIC

Provides services commensurate with age of patients / clients being served. Demonstrates knowledge of growth and development of the following age categories:

☒ Young Adult (17-29) ☒ Early Adult (30-50) ☒ Late Adult (51-79) ☐ Geriatric (80+)

THERAPEUTIC STRATEGIES AND INTERVENTIONS

Applies and demonstrates knowledge of correct methods in the management of assaultive behavior (TSI).

RESTRAINT/SECLUSION

Demonstrates knowledge of criteria and appropriately uses, applies, and removes restraint and/or seclusion.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES

Demonstrates knowledge and applies treatment for adult forensic patients within the meaning of the various penal code and civil commitments in an all male setting to improve mental health and to reduce the risk of re-offense.

TECHNICAL PROFICIENCY (SITE SPECIFIC)**6. LICENSE OR CERTIFICATION**

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must:

- Possess a valid license to practice as a Psychiatric Technician issued by the California Board of Vocational Nurse and Psychiatric Technician examiners.

7. TRAINING - Training Category = Type 1 - Manager/Supervisor

The employee is required to keep current with the completion of all required training.

**8. WORKING CONDITIONS
EMPLOYEE IS REQUIRES TO:**

- ◆ report to work on time and follow procedures for reporting absences;
- ◆ maintain a professional appearance;

- ♦ appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients and the public.
- ♦ comply with hospital policies and procedures.

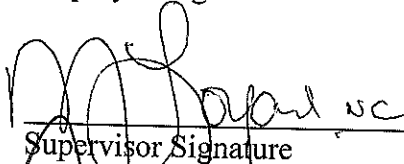
(Exempt)

The employee is required to work any shift and schedule in a variety of settings and security areas throughout the hospital as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

Employee Signature

Print Name

Date



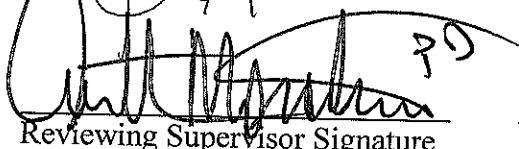
Supervisor Signature

Millicent Loyarte

Print Name

6/8/21

Date



Reviewing Supervisor Signature

Arthur Morales

Print Name

6-8-21

Date